

<p style="text-align: center;"><b>Department of Administrative Services</b>  <b>Division of Fleet Operations</b>  <b>Policies and Procedures</b></p>	<p>Effective Date: 01/29/2003 Revision Date: Until Rescinded</p>
<p><b>Subject: EX licensing and Registration Renewal</b>  <b>(This Policy will be part of the SLA)</b></p>	

## **A. Purpose**

- 1) To inform department contacts and drivers of leased vehicles from the Division of Fleet Operations (DFO) of the time period they are expected to return completed safety and emission paperwork in order to renew licensing and registration of State vehicles owned by Fleet Operations.
- 2) To declare the importance of the timely completion of the licensing and registration paperwork for DFO. The statute in law (UCA 411-12-407(2), between the Utah State Tax Commission and government entities within the State of Utah with EX plates that allows license and registration renewal without the need for a sticker to be placed on the license plate.

## **B. Policy**

- 1) It is the policy that all state vehicles shall be properly licensed in accordance with statutory requirements.
- 2) Information will be sent via email to DFO department contacts during the first week in January each year by the designated DFO employee with instructions concerning what paperwork must be returned to DFO and which vehicles are in need of safety and/or emission testing.
- 3) DFO's expectation is that drivers of all EX plated vehicles leased from DFO can complete the necessary testing on the vehicles and have designated safety and/or emission paperwork returned no later than April 15<sup>th</sup> each year. Agencies that do not return the designated paperwork to DFO by the deadline may be delayed in receiving the registration renewal documentation from Motor Carrier (via DFO) and may place drivers in State vehicles in jeopardy of being in violation of State law. DFO will not pay any fine or tickets for drivers stopped by law enforcement officers for out of date licensing and registration in DFO leased vehicles
- 4) If agencies do not complete vehicle licensing and registration by April 15<sup>th</sup> the DAS Executive Director may choose to enforce compliance by taking the following actions:
  - (a) Send a letter to the Department Director of the Agency in non-compliance on April 16<sup>th</sup> listing those vehicles out of compliance with the above DFO policy and deadline. The letter will designate a new deadline for designated licensing and registration paperwork to be submitted to DFO depending on the number of vehicles. DFO's expectation is that all vehicles on the list sent to the Executive Director of the Department in non-compliance will be completed by May 15<sup>th</sup> of each year (or sooner if designated in the letter to the Executive Director).
  - (b) Vehicles in violation after May 15<sup>th</sup> each year may have the Gascard limit for fuel transactions lowered to zero. DFO will refuse all fuel reimbursements for the time period the gascard limit was decreased to zero or until designated paperwork is submitted to DFO.

(c) Vehicles in violation after June 15<sup>th</sup> may receive a "boot tow" until written arrangements have been submitted to the DFO Fleet Manager stating when and who will take the vehicle in for the appropriate testing and submit designated paperwork to DFO. Agencies will be assessed a one time charge (OTC) for the cost of the boot tow.

**(d) Vehicles in violation after July 1<sup>st</sup> of each year will be repossessed by DFO and the Agency vehicle will be forfeited.**

## **C. Procedures**

- 1) Take the vehicle to an approved vendor for safety and/or emission testing as per Tax Commission rules.
- 2) Make a copy of each safety and/or emissions certificate before forwarding to Fleet Operations. Put a copy of the certificate in the glove box of the vehicle.

Postal Mail:  
Fleet Operations  
Licensing  
PO Box 141152  
Salt Lake City, UT 84114-1152

Interoffice Mail:  
Fleet Operations  
Licensing  
Box 1152

- 3) Place the document showing the results of the diagnostics testing in the glove box of the vehicle. The paper work from the testing vendor will say: "This document must remain in the vehicle."
- 4) DFO will send an updated vehicle registration document to the department contact or driver by June 15<sup>th</sup> each year assuming the following: the appropriate safety and emission testing documentation is received by DFO by April 15 and assuming the licensing terminal provided by the Tax Commission in the DFO Draper office is fully functional on the Motor Carrier network from January 1 to April 15 each year. The current copy of the vehicle registration must remain in the vehicle at all times.